

WEST PARLEY PARISH COUNCIL



COMMITTEE TERMS OF REFERENCE

**Adopted by the Council on 17th December 2025
Reviewed 20th May 2026
Reviewed Annually**

GENERAL TERMS OF REFERENCE

APPLICABLE TO ALL COMMITTEES

1. The terms of reference of all committees are subject to the following:
 - a. That powers be exercised in accordance with any policy adopted, or directions given, by the Parish Council.
 - b. That powers be subject to the Council's Standing Orders and Financial Regulations.
 - c. That any unresolved differences between Committees shall be referred to Full Council for determination.
 - d. That any proposal which involves a change in the existing policies approved by Council, shall be submitted to the Parish Council for approval.
 - e. Day to day management of Council matters rest with the Clerk to the Council.
 - f. Urgent/emergency matters may be dealt with as they arise by the Clerk to the Council in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of Council; and reported to the next appropriate Committee or Full Council meeting whichever comes first.
 - g. Committees will bring to the attention of Council any matters which they are aware are being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on West Parley.
 - h. All meetings will normally commence at 7.00 pm and aim to close by 9.00 pm.
 - i. There will be a designated period of public questions and presentations. Such presentations shall be limited to a maximum of three minutes. Members of the public will be able to speak during the meeting at the discretion of the Chairman.
 - j. Committees will consider critical appraisals to minutes / reports / documentation which from time to time are received from Dorset Council / DaPTC or other bodies which have been brought to Council's attention by the Parish Clerk / Individual Councillor or member of the public which may have an adverse or beneficial effect on the village of West Parley.
2. Delegation Of Authority To Sub-Committees

Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their findings/recommendations back to the appropriate Committee or direct to Council as per their remit.

Personnel and Staffing Committee

Remit

To monitor, oversee and review all matters relating to personnel matters, conditions of employment and appointment of staff; making recommendations to full council where appropriate.

Constitution

The Constitution of this committee shall be made up of ~~a minimum of~~ 5 members of the Council. The quorum of the committee shall be 3 members.

Attendance at meetings

At the Chairmans discretion non committee members may attend the meetings but will not be able to speak or vote

There will be a standing agenda item: To Receive written questions from non committee members.

Confidentiality

- All meetings should be held in closed session (without the public nor non-committee members) to protect staff privacy.

Delegated to Committee

- To oversee the general management of staff by receiving written and verbal reports from the Clerk, as line manager, and in the case of the Clerk, from the Chairman of the Council, and to make recommendations to the Council where appropriate. (including the monitoring of staff absence).
- To consider annual staff salary reviews and make recommendations to Council.
- Assist with appointment of staff / be involved as required in the interview process.
- To monitor and develop members of staff and review their training needs.
- To keep under review matters relating to health, safety and welfare of all Council employees.
- To monitor the staff appraisal process.
- To monitor / review staff job descriptions, employment contracts, and conditions of employment and make recommendations to Council where appropriate.
- To review the staff structure and make recommendations to Council where appropriate.
- To consult, consider and recommend general staff matters.

Planning Committee

Remit

As a statutory consultee of the Planning Authority (Dorset Council), to consider all planning applications passed to West Parley Parish Council from the Planning Authority and make recommendations upon the suitability of the application.

To monitor Tree preservation orders and tree work.

On behalf of the Parish Council make recommendations regarding:

- Regional Planning advice
- Dorset Council's Local Plan
- Planning Structure in West Parley and planning policy in general.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council. The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Additional documentation / pictures during public session of the meeting

West Parley Parish Council will only make a decision based on the material presented to the committee that is already in the public domain on the Planning Portal.

Members of the public to be informed that should they have additional information this should be submitted to Planning Authority to ensure it becomes part of the public record.

Delegated to Committee

- ~ The Planning Consultative committee are authorised to make binding decisions on behalf of West Parley Parish Council with regard to all aspects of paragraph 1 (remit) provided that in all cases the meeting is quorate.
- ~ To consider and reply to correspondence on any of the above matters.
- ~ To consider reports from the Parish Council tree officer (if applicable).
- ~ To respond on behalf of the Council to planning appeals.

Delegated to Council Officers

- ~ Where an urgent planning response is required to meet a statutory deadline, and it is not practical to convene a meeting of the Planning Committee, the Officer of Council is authorised to submit a planning response on behalf of the Council, provided that:
 - The response has been discussed with and approved by the Chair of the Planning Committee (or the vice chair in their absence)
 - A report of the response provided is presented to the next meeting of the Planning Committee.

Finance and General-Purpose Committee

Remit

To monitor, oversee and review all matters relating to Council finances and its use of resources, ensuring the efficient and effective management of those resources including land, property and finance making recommendations to Full Council as appropriate.

To advise Council on policies and strategies and consider legislation and consequences thereof upon this council.

Constitution

The Constitution of this committee shall be made up of a minimum of 4 members of the Council. The quorum of the committee shall be 3 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

- To manage the Council's finances.
- To advise the Council on the budget proposals of all committees and recommend the level of precept to be levied each year.
- To consider matters arising from internal/external auditors reports and where considered necessary make changes to the Councils system of controls.
- To be responsible for all the Councils insurance matters
- To advise the Council on its Corporate Policies and Strategies
- To recommend to the council changes to Standing Orders, financial regulations, committee structure, constitution and procedures.
- To approve and award grants on behalf of the Council.
- To approve accounts for payment and authorise payments of the Council.
- Consideration of all matters not falling within the province of other committees.